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ABSTRACT

The Career Assessment Program (CAP) is described as a uniform system by which students, with the aid of their counselor, will be able to assess the status of their post-high school educational and/or career plans. Included in the document is the career assessment form for high school seniors, guidelines for its administration and interpretation of results, and information sheets on the following topics: Business and technical schools, college planning, community college, correspondence study, employment sources, financial aid, independent business, labor unions, and military service. The information sheets present the major factors to be considered for each of the post-graduation options. (Author/RG)

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C A P

CAREER ASSESSMENT PROGRAM

To be used to identify the status of the Students' Post High School Career Plans; and to provide them with counseling and information needed to pursue their career goals.

Developed by:

The Federal Programs' Career Education Project
Clark County School District
2832 East Flamingo Road
Las Vegas, Nevada 89121

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INTRODUCTION

The purpose of the Career Assessment Program (CAP) is to provide a uniform system by which students, with the aid of their counselor, will be able to make an assessment of the status of their post-high school career plans. After this evaluation, the results should be made available to both student and parent. The student will then be encouraged to make realistic plans or complete those already begun.

The materials contained in this system were designed to be flexible in both utilization and interpretation, allowing for the differences in counseling techniques in the various high schools of the Clark County School District. This versatility allows for administration of the assessment document itself by a counselor or classroom teacher, individually or in a class-size group.

After reviewing the Clark County School District's Guidance Objectives, Senior High School, 1975-76, it was felt that the program will supply information and materials needed to satisfy the following objectives:

> "All twelfth grade students will receive specific counseling related to post-high school planning." (Pg. 21)
>
> "All graduating students who plan to continue their education or training beyond high school will have been provided appropriate information and made arrangements for institutional entrance in accordance with appropriate deadlines." (Pg. 23)
>
> "All eleventh or twelfth grade students will receive information about post-secondary educational opportunities." (Pg. 28)
>
> "All twelfth grade students will receive encouragement to make decisions necessary for pursuing post-high school careers." (Pg. 29)

The following objectives will be at least partially supported by this program:

> "All students will be provided with information necessary for appropriate placement in the instructional program and will be registered into classes that are commensurate with their career educational planning." (Pg. 10)

"All graduating students needing financial aid or desiring scholarships for post-high school education will be provided information and assistance." (Pg. 24)

"All high school students will be given information about electives that relate to their career choices." (Pg. 27)

"All parents will receive information concerning the student's abilities, interests, and possible career goals." (Pg. 33)

ADMINISTRATION OF "CAP" FORM

Administration of the Career Assessment Program (CAP) form (see Appendix J) is recommended as early as possible in the senior year. It should be given to groups no larger than class size. A preview of the CAP form by the counselor or teacher prior to administration should help ascertain the extent of instructions needed to be effective. A review of the completed form on a one-to-one basis by the counselor and the student will help determine the amount of further career counseling needed.

DIRECTIONS FOR ADMINISTRATION

The following are suggested statements that may be used by the counselor or teacher during the administering of the CAP form:

-The purpose of this form is to provide you with a means to review your after-high school career plans. Your counselor will meet with you at a later date to discuss the completed form and its importance to you.

-In the space provided at the top of the page, print your last name, first name, middle initial and today's date.

-Please fill in the form as completely and accurately as possible. Even if you have no career plans at this time, fill in as much as you can.

-You may now complete the form, but do not write in the area below the double lines. If you have questions, raise your hand for assistance. Any items you are unable to answer will be reviewed at the counseling session. When you have finished, please remain seated until further directions are given.

ADMINISTRATOR'S INFORMATION ITEMS

If questions arise concerning individual items on the form, the following points may help provide answers.

Question Number 1: Career Choice - Even if the student checks, "No", encourage completion of as much of the form as possible.

Question Number 2: Plans - The student may check more than one plan.

Question Number 3: Application - This refers to any program mentioned in question number 2. Application deadline date can be located with the help of the counselor at the time of the follow-up counseling session.

Question Number 4: Plans Agree with Choice - The student should decide if the plans checked in question number 2 will help accomplish the career choice listed in question number 1.

Question Number 5: Financial Aid - A scholarship is primarily based on grades or test scores while a grant is based on need. Social Security or VA benefits apply to students whose parent is deceased, disabled, or retired.

Question Number 6: Cost Per Year - The cost figure should consider tuition, fees, and books. If living away from home, the figure should include room and board.

Question Number 7: Pre-training Tests - If the student in unaware of required testing before training, this information can be made available at the counseling session. (ACT - American College Test; SAT - Scholastic Aptitude Test; and ASVAB - Armed Services Vocational Aptitude Battery.)

Question Number 8: Tests Taken - Deadline - These tests refer to those mentioned in question number 7. Deadline dates may be made available at the counseling session.

Question Number 9: Test Scores - Test scores refer to Clark County School District tests: Otis-Lennon, ITED (Iowa Tests of Educational Development), or other tests such as ACT, SAT, or ASVAB.

Question Number 10: Grades - Grades referred to in this statement pertain only to grades received in grade levels 9 through 12.

Question Number 11: Physical Qualifications - Physical qualifications might include height, weight, hearing, sight, dexterity, etc.

Question Number 12: Employment Prospects - Available data can be given to the student at the counseling session.

Question Number 13: Advantages and Disadvantages - Additional examples: inside or outside work; hazardous; requires travel.

Question Number 14: Even though you checked item "d", the counselor will still review this form with you. After this review, the counselor and student will sign the form.

CAP COUNSELING GUIDELINES

The objective of the first counseling session is to decide whether the student needs further counseling about a career choice and to outline the steps which should be taken to achieve it. At this time the counselor should discuss the responses which the student has made and aid in determining whether these responses are realistic when compared to the career interests indicated.

The comments below are intended to explain possible situations which the counselor may encounter while interpreting the form with the student. As a time saver, the evaluation of the form may be made at the same time as the credit evaluation or application for graduation is completed.

It would be helpful if the counselor had the student's transcript available as well as any Career Guidance Profile which has been generated on the student.

INTERPRETATION OF SPECIFIC ITEMS

Question Number 1: Career Choice - If the answer is ,"No," to indicate no career choice, you may want to discuss why this response was made.

Question Number 2: Plans - If item (d), on the job training or apprenticeship, is checked, determine if the student knows the steps involved in entering an apprenticeship program. Reference can be made to the proper union for information. (See Appendix H)

If item (f), military service, is checked, inquire what training program, if any, the student expects to enter while in the service. Does this selection relate to his career choice? (See Appendix I)

If items (g), other is checked, but a choice not specified, the counselor may be able to assist the student in identifying a choice.

If "No" response is checked in question number 2, review with the student the choices to see if one or more may actually apply. Discuss other possibilities such as night school, correspondence schools, etc. (See Appendix D, E, or G)

Question Number 3: Application - If the answer is "No," to indicate application has not yet been made and there is a deadline of which the student is unaware, offer assistance to obtain the needed information. (See Appendix A, B, C or H.)

Question Number 4: Plans Agree with Choice - Check to determine whether you agree with the student's response, comparing the career choice with the post-high school plans. If you disagree, offer assistance to help the student determine what is realistically needed to meet the career goal or investigate alternative careers.

Question Number 5: Financial Aid - If the student indicates the need for financial assistance through answers b, c, e or f, see Appendix F for information. The student may be referred to the appropriate counselor (scholarship, etc.) for assistance.

Question Number 6: Cost Per Year - Ask the student if the amount of money noted for a year of training beyond high school includes room and board. Point out the difference between resident and out-of-state tuition (at the college or university level). Suggest college catalogs or other sources of information about expenses. (See Appendix A, B, C or D.)

Question Number 7: Pre-Training Tests - Check to see that the student has indicated the tests which match both the career choice (question 1) and desired post-high school plans (question 2).

Question Number 8: Tests Taken - Deadline - If the answer is "No," indicating the tests have not been taken, aid the student to determine the date of application for taking the needed test. (See Appendix B or H.)

Question Numbers 9, 10 and 11: Test Scores, Grades and Physical Qualifications - Student abilities need to be realistically evaluated and correct information supplied if necessary. Refer to Dictionary of Occupational Titles or Army Careers Information Center.

Question Number 10: Grades - Check grades in the specific areas which may directly apply to any future career plans.

Question Number 12: Employment Prospects - For employment prospects refer the student to the Occupational Outlook Handbook or the Career Cluster Handbook.

Question Number 13: Advantages or Disadvantages - It is important that the student recognize some disadvantages as well as advantages in the career area even if none were listed. Refer to the Occupational Outlook Handbook, Dictionary of Occupational Titles, or the Career Cluster Handbook for this information.

Question Number 14: At this point the student should be encouraged to recheck the answer to question 14 to see if the same response still applies. If the counselor recommends, or the student requests further counseling, another meeting should be scheduled. The student should be referred to available resources (career center, etc.) prior to the next meeting. After this review has been completed, the counselor and student should sign and date the form. The counselor should keep the original, give the student a copy, and the third copy remaining would be for use with parents.

APPENDIX A

BUSINESS AND TECHNICAL SCHOOLS

BUSINESS AND TECHNICAL SCHOOLS

There are numerous business, industrial, and technical schools that offer post-high school educational opportunities. The yellow pages in the telephone directory can be a valuable source of information related to business, technical, and trade schools in the Clark County area. Other resources should be checked for schools outside the local area.

SELECTION OF A SCHOOL

1. Contact the particular school for detailed information and study the information carefully to determine if it would lead to the career of your choice.
2. Visit the school; see what the buildings and equipment look like; talk with students (if possible)to find out if they are satisfied with the training.
3. Contact former students of the school to determine if they were pleased with their training.
4. Check to determine if the school offers an adequate job placement service.
5. Contact the Better Business Bureau for current information on local schools.
6. Contact the State Department of Education to find out whether the school is accredited.
7. Make sure you have enough time and money for the program.
8. Check on financial aid or scholarships if assistance is needed. (See Appendix F)
9. Avoid being pressured into signing any contract or agreement.

GENERAL INFORMATION

The local business and technical schools are generally limited in size to the extent of demand for their courses. Such things as residency requirements, degrees, correspondence courses, application deadlines and starting dates are not applicable to the majority of schools. Many schools honor the Basic Educational Opportunity Grant, will arrange for loans, and are approved for accepting students using Veterans Administration benefits.

TYPES OF SCHOOLS (Local)

1. Air Conditioning and Refrigeration - These schools prepare an individual to do service and repair of air conditioning, heating, and refrigeration units. Some schools require a mechanical aptitude test to be admitted. The cost ranges from $1,200 to $2,000.

2. Beauty Culture - These school specialize in training students in the art of hair styling, manicuring, wig care, and related skills.

   State requirements must be met in order to practice cosmetology in the State of Nevada. These requirements include 1,800 hours of instruction and passing of a State Board examination.

   The cost of the programs range from $200 to $650 depending upon the program selected. This is one of the few programs that offer scholarships; contact the school for information.

3. Business and Secretarial - These schools offer courses designed to acquire and improve skills for such jobs as secretary, clerk-typist, bookkeeper, receptionist, key punch operator, legal secretary, court reporter, and front desk clerk. These programs usually cost $200 to $1,200 depending upon the courses selected. The programs may take from two months to twelve months to complete.

4. Coin Machine Mechanic - These schools offer training designed for repair and maintenance of slot, vending, pinball, and amusement machines. These courses usually cost about $2,000 for a six month program.

5. Dog Grooming - These schools provide instruction in bathing, clipping, and general dog care, including anatomy and physiology. Applicant qualifications must include a liking of dogs, and finger and hand dexterity needed to handle the dogs and tools involved. This program usually costs around $700 for 960 hours of instruction.

6. Medical Assistances and Technicians - These schools are designed to prepare students as medical assistants, dental assistants, and medical receptionists. These programs run about six months in length and can cost about $600 to $1,200 depending on the type of program.

7. Modeling - These programs are designed to teach students poise, confidence, grooming and other factors dealing with the modeling profession. The cost of courses runs from $100 to $600 depending on the length and type of program.

8. Professional Gambling Dealer - The dealer schools in Las Vegas offer a variety of courses including: "21", craps, roulette, baccarat, keno, and poker. The courses normally last from four to eight weeks at a cost from $175 to $250. The class instruction is usually in the evening, with small classes being the rule rather than the exception. While the schools will provide training at any age, students should be aware that employment in the gaming industry is restricted to a minimum age of twenty-one (21).

9. Real Estate Schools - These schools prepare an individual for the real estate salesman's exam, as required by the State of Nevada for a license. The courses usually begin monthly and costs about $300 for a minimum of 75 hours instruction.

10. Other Schools - Numerous other schools are available in Clark County to teach various skills such as pilot training, floral design, welding, and automated system.

SCHOOLS OUTSIDE THE LOCAL AREA

The student planning to attend a business, industrial, or technical school outside the local area should follow the steps given in "Selection of a School."

To locate a school which offers training in your career choice, check with your school counselor, career center (if available), school library, and community library for information. The books listed in the section "Additional Information" would assist in locating possible schools to contact.

ADDITIONAL INFORMATION

Association of Independent Colleges and Schools, Directory of Accredited Institutions, 1730 North Street, N.W., Washington, D. C. 20036.

Lovejoy, Clarence E., Lovejoy's Career and Vocational School Guide, Simon and Shuster.

National Association of Trade and Technical Schools, Directory of Accredited Private Trade and Technical Schools, Washington, D. C.

Pattersons, Schools Classified, Educational Directories, Inc., Mt. Prospect, Illinois.

APPENDIX B

COLLEGE PLANNING

COLLEGE PLANNING

Every student planning to attend college must consider many factors when choosing a school. Know yourself - refer to your CAP form. It can show you how much thought you still need to give to your post-high school program. Remember, you still have your biggest decisions to make. Once you know that college is for you, the big question is where? Consider the following points when choosing your school:

WHAT TO LOOK FOR IN A COLLEGE

1. Cost
2. Two or four year program
3. Local or out of town
4. Large or small school
5. Private or state run
6. Religious affiliation
7. Athletics, social activities

WHAT THE COLLEGE OFFERS

1. Philosophy
2. Faculty
3. Programs (majors, minors)
4. Room and board arrangements
5. Facilities
6. Extra-curricular activities
7. Services

WHAT THE COLLEGE LOOKS FOR IN YOU

1. Grades
2. Test scores
3. Your ability to express yourself
4. Recommendations
5. Extra-curricular activity record

HOW TO APPLY

1. Narrow your considerations to a few schools in your junior year if possible. In making this determination, consider all of the factors on the checklist.

2. Check deadlines carefully - both for admission and taking any tests required.

3. During the junior year, or early in your senior year, write for catalogs, applications, and other information. Remember to request scholarship information and forms if necessary.

4. Fill out application blanks completely following specific directions. Type, unless the application specifies your own handwriting. Counselors, teachers, and parents can help you complete the form in a suitable manner. Remember, you are selling yourself, so be sure to present a positive view.

5. Arrange for letters of recommendation as required.

6. Request your high school to send a copy of your transcript of grades directly to the college at the time you are applying. The college will also need a final transcript after graduation. It is your responsibility to see that this information is sent.

WHAT TO LOOK FOR IN A COLLEGE

1. Cost - Will the school you are considering fit your budget? How will you meet the costs? Consider the possibility of part-time employment to supply at least a part of the needed monies. College costs change drastically, from year to year. Your best source of current information is the catalog from the school itself. Plan on college costing between $1,600 and $6,500 a year, depending upon the type of college and whether you live on or off campus. If you intend to apply for a scholarship or grant to help meet expenses, consult your counselor for tips on how and when to apply. (See Appendix F - Financial Aid.)

2. Two or four year programs - Match the career you intend to pursue to the appropriate college program. Most two year programs are considerably less expensive and easier to enter than four year programs. (See Appendix C - Community College.)

3. Local or out of town - Cost will be a big factor here. Attending a local school can mean living at home and saving a lot of money. If you choose to go out of town, remember to include the cost of travel as well as out-of-state tuition which will probably be much higher than that of a Nevada school.

4. Large or small school - A large school may be able to offer more varied programs, but small schools have many attractions including more individualized instruction, lower student-teacher ratio and a more friendly atmosphere.

5. Private or state supported - Cost is a factor here. Private schools must charge higher fees to support their programs. Schools such as UNLV and UNR have state aid to help keep the costs to the student down. Compare the programs offered to see if the private school can offer enough advantages to merit the increased cost.

6. Religious affiliation - Church supported schools hold an attraction for many. They offer varied experiences and curricular opportunities such as classes on religion not available in regular schools.

7. Athletics, social activities - If this is of prime importance, be sure to investigate what activities are offered. Athletes can discuss different schools with a high school coach. Catalogs often describe the various activities and a trip to the campus while school is in session will tell you even more.

WHAT THE COLLEGE OFFERS

1. Philosophy - Does the college stand for things that fit in with your thinking? The college catalog summarizes the feelings of the staff of the institution. Read this information carefully.

2. Faculty - The background and experiences of the faculty should be as broad and varied as possible. Check the list of faculty members in the catalog for education and degrees held.

3. Programs offered - The school must offer a major in the career area which interests you. Also check any other areas which are important to you to see if programs exist.

4. Room and board arrangements - Is housing offered on campus? Is on-campus living required of all students or of entering freshmen? Check the costs of all types of living arrangements available. Be sure the facilities are as modern and livable as possible. Will you be comfortable in the surroundings?

5. Facilities - Is the school as modern as possible? New or remodeled buildings usually mean modern facilities such as science or language labs.

6. Extra-curricular activities - The catalog will discuss the athletic programs and social activities. Facilities are important here. Remember college will not be all studying--look for activities which will interest you in your leisure hours.

7. Services - Colleges should offer more than classes. Check services available to you such as student health. Is emergency health service available at all times? Also check guidance and employment services. Does the college offer after-graduation job placement? If the placement office is successful at placing graduates, they will be glad to tell you about their record. If part-time work will be part of your college plan, check opportunities on campus and in the surrounding area.

WHAT THE COLLEGE LOOKS FOR IN YOU

1. Grades - Your high school transcript furnishes information for your grade point average and rank in class which colleges consider an excellent predictor of success.

2. Test scores - When a test is required for entrance, the results will be carefully evaluated. The Scholastic Aptitude Test (SAT) and the American College Test (ACT) are among the most widely used tests. The college determines which tests will be used as indicators. Be sure to check the catalog to determine which test you need to take. It is also your responsibility to see that the college receives the test results.

3. Your ability to express yourself - You will probably be asked to write something about yourself and your plans, including any work experiences. Prepare this statement with care. Make it clear and easy to read. Be sure you are honest about your plans. Above all sell yourself.

4. Recommendations - Letters or statements may be required in support of your character and abilities, as a student and a person. You may ask your principal, counselor, teachers, or others in the community to recommend you. Explain to them what is needed. Supply an addressed and stamped envelope if necessary. Remember, these people must be honest about you. Don't expect only glowing reports if you don't really deserve them.

5. Extra-curricular activity record - Some schools consider this an important factor. The catalog will give some indication of the importance of this to the college. Colleges are interested in activities such as athletics, dramatics, musical performances, club memberships, class or student body offices, community activities, etc.

ADDITIONAL INFORMATION

Choosing a College, Delacorte Press, New York.

College Ahead!, Harcourt, Brace and World, Inc., New York.

College Bound: A Guide to College and Career Planning, Barron's Educational Services, Inc. Woodbury, New York.

College Entrance Guide, Grosset and Dunlap Publications, New York.

College Planning/Search Book, American College Testing, Iowa City, Iowa.

Elliot, Norman, Ed., Patterson's American Foundation, Educational Directories, Inc. Mt. Prospect, Illinois.

Furniss, W. Todd, American Universities and Colleges, American Committee on Education, Washington, D. C.

Additional Information (continued)

How to Choose a College, Channing L. Beta Company, Greenfield, Massachusetts.

The College Handbook, Parts I and II, College Entrance Examination Board, Princeton, New Jersey.

How to Get Into College and Stay There, Science Research Associates, Chicago, Illinois.

Lovejoy, Clarence, Lovejoy's College Guide, Simon and Shuster, Inc., New York.

APPENDIX C

COMMUNITY COLLEGE

COMMUNITY COLLEGE

Community colleges are established by local districts and admit all high school graduates. Every year more high school graduates find that a community college is the best answer for the first two years of college, or technical and mid-management training. Students do have an opportunity to make up high school deficiencies or to pursue courses suited to their interests.

THE ADVANTAGES OF THE TWO YEAR COLLEGE

1. Low cost
2. Convenience of location
3. Strong guidance facilities
4. Remedial courses available for developing skills in learning areas.
5. A vocational program that provides students with immediate marketable skills.

THE DISADVANTAGES OF THE TWO YEAR COLLEGE

1. Athletic program that is limited or non-existent
2. Social activities of a limited scope
3. The possibility that some credits may not be accepted when transferred to another college
4. On-campus housing facilities that is limited or non-existent

TYPES OF DEGREES OFFERED

1. The Associate in Arts (AA) or Associate in Science (AS) degree, which is equivalent to the first two years of a four year college program.

2. The Associate in Applied Science (AAS) degree, which prepares a student to enter the world of work at either the technician or mid-management level.

TRANSFER PROGRAM

In some states the transfer degree (AA and AS) will allow the student to enroll as a junior in a four year college program. When the students transfer, their college work is evaluated on a course-by-course basis to determine if all the credits will apply towards

graduation in a four year college program. It is very important that the community college be an accredited school if the student is planning to transfer.

ADMISSIONS

Admission requirements are listed in the school's catalog. Generally, all high school graduates and anyone over 18 will be admitted to the community college program. The entering student has the responsibility to:

1. Check deadlines carefully--both for admission and to take any tests required.
2. Request a transcript of grades from his high school at the time of application and a final transcript after high school graduation be sent to the college.

COST

The yearly cost to attend a community college is generally lower than a four year college. However, the catalog is the best source of current cost information. Match the projected costs against your probable budget. Financial aid may be available. Contact the college's financial aid officer for information.

ADDITIONAL INFORMATION

Barron's Guide to the Two Year Colleges, Volume I and II, Woodbury, New York.

Cass, James and Birnbaum, Max, Guide to Junior Colleges and Two Year Community Colleges, Harper-Row.

Gleazer, Edmund, American Junior Colleges, American Council on Education, Washington, D.C.

Guide to Two Year College Majors and Careers, Chronicle Guidance Publications, Inc., Moravia, New York.

Thornton, James W., The Community Junior College, third edition, Wiley.

APPENDIX D

CORRESPONDENCE STUDY

CORRESPONDENCE STUDY

A correspondence program will allow a person to train while at home. The person who enrolls in a correspondence course should be self-motivated, interested in completing a task, and dedicated to the pursuit of additional training in an area of interest.

ADVANTAGES

1. Time - The work is completed at the student's own pace, enabling the pursuit of other work at the same time.
2. Location - A person living in most remote geographic location has access to a correspondence school.
3. Physical ability - A handicapped person not able to attend classes at a regular campus can take correspondence study regardless of being handicapped.
4. Specialized training - Special programs not available in local schools many times are available through correspondence schools.
5. Expense - The cost of a correspondence course may not be as expensive as on-campus training when various factors are considered.

DISADVANTAGES

1. Social activities - No opportunity for any social life or contact with classmates.
2. Instructor contact - No opportunity for personal contact with an instructor or direct assistance when needed.
3. Personal and business contact - No opportunity to develop carry-over contacts with classmates.
4. Written assignment - Large amount of written work required instead of class participation and lectures.

CAUTIONS

1. Misleading advertising - Many magazine ads lead a person to believe that only a correspondence course is needed for a high-paying job with no other factors being considered necessary.

2. Sales pressure - Salesmen may attempt to persuade you to sign a contract before you are ready to make a decision.

3. Employment - Completion of the course does not guarantee employment.

4. Refunds - Some schools go out of business without notice, leaving no possibility of refunds.

STEPS IN CHOOSING A SCHOOL

1. Find out if the school is accredited and by whom.

2. Contact the Better Business Bureau for information regarding the school's record.

3. Ask the prospective school for job-placement records, and a list of any graduates in the area.

4. Contact the past graduates to find out their feelings regarding the program.

5. Check with employers regarding the hiring of any graduates from that school.

6. Never sign a contract without first reading it thoroughly and never sign under pressure.

LOCATING A SCHOOL

1. Write to universities and colleges for a catalog of their home study courses.

2. Check current magazines dealing with your interest areas for correspondence school advertisements.

ADDITIONAL INFORMATION

Directory of Accredited Home Study Schools, National Home Study Council, 1601 18th Street NW, Washington, D.C., 20009.

APPENDIX E

EMPLOYMENT SOURCES

EMPLOYMENT SOURCES

PUBLIC EMPLOYMENT AGENCIES

The State of Nevada Employment Security Department provides free job recruiting, market facts, interviewing, advertising, placement and training. Its purpose is to place unemployed people or to assist those currently employed looking for another occupation. The job seeker fills out an application is then screened and referred to an employer for possible hiring. The three Employment Security Offices in this area are located at:

1. 135 South 8th Street, Las Vegas, Nevada (385-3211)
2. 2071 Las Vegas Blvd. North, North Las Vegas (649-4238)
3. 200 Water Street, Room 30, Henderson (564-1054)

PRIVATE EMPLOYMENT AGENCIES

Private employment agencies provide employment services for applicants for a fee. The usual charge is up to 40% of the client's first month earnings. Many agencies have specialized kinds of employment opportunities and exclusive listings with preferred employers. Some employment agencies are operated by non-profit organizations such as churches.

Contact several agencies in order to determine which one can best meet your needs. The yellow pages of the telephone directory contains a current listing under the heading "Employment Agencies."

DIRECT EMPLOYMENT

One way to find a job is by going to the employer. The following sources may be of help to the student seeking employment immediately after high school:

1. Personal referrals - People you know may be aware of job openings. Check with your parents, relatives, teachers and friends.

2. Advertisements - Many jobs are announced through a variety of sources. Check the following for listings:

   a. Newspapers - Classified Ads
   b. Radio announcements
   c. Television announcements
   d. Help Wanted signs

3. On-site contact - Directly contact the business manager, personnel office, or person in charge of hiring of potential places of employment.

4. High school job-bank - While many of the jobs are part time, it is possible to use this source of information for full-time employment.

APPENDIX F

FINANCIAL AID

FINANCIAL AID

Assistance to help the students meet their financial obligations for post-high school training may come in a variety of ways. Students seeking financial aid should investigate as many areas of assistance as possible. Remember it is the students' responsibility to seek out financial aid for which they might be eligible. Types of financial aid include:

1. Scholarships
2. Grants
3. Loans
4. Work-study programs
5. Social Security benefits
6. Veterans Administration benefits

SCHOLARSHIPS

Scholarships are awards to the student which do not have to be repaid. They are usually given for outstanding academic achievement measured by high school grades and/or test scores. Other factors such as financial need, outstanding talent (athletics, music, etc.) or special requirements may also be considered. Remember the following when applying for scholarships:

1. Check all possible sources such as:
    a. Church or religious organizations
    b. Colleges
    c. Fraternal organizations (Elks, Eagles, etc.)
    d. Individual high schools (check with the counselor, read bulletins, and listen to announcements.)
    e. Labor unions
    f. Military services (ROTC, military academie)
    g. Professional organizations (medical associations, education associations, etc.)
    h. Service organizations (Rotary, Kiwanis, Lions, etc.)
2. Send for application forms and information as early as possible.
3. Check whether any test (ACT or SAT) must be taken and the deadline date.
4. File any confidential financial forms required.

5. Be sure to apply before the deadline date.
6. Complete all forms carefully, neatly, and with accurate information.

GRANTS

An educational grant is awarded to the student and does not require repayment. The amount of a grant is determined by the financial need of the student.

A student should follow the same guidelines as when applying for a scholarship. The main sources for grants are:

1. Basic Educational Opportunity Grants (BEOG) - This is a federal program for students with financial need. Applications and information are available in the school counseling office.

2. University Grants - These grants are awarded directly by the college or university a student is planning to attend. Applications and information would have to be obtained from the college and the completed application returned to them for consideration.

3. Local and State Grants - Students should keep in contact with their high school counselors, read bulletins, and listen to announcements for any information the school receives regarding this type of grant.

LOANS

A loan is borrowed money awarded to a student for use towards education and must be repaid. Some basic points a student will want to consider before accepting a loan are:

1. The amount of money to be borrowed.
2. The interest rate that will be charged.
3. When the interest charges begin.
4. When the repayment of the loan begins.
5. What happens if you quit going to school.

The main loan programs are:

1. The National Direct Student Loan - This loan offers the student money at 3% interest. Repayment starts nine months after graduation and must be completed within ten years. Application should be made with the financial aid office of the college or school. Loans are based on financial need.

2. Guaranteed Student Loan - Certain banks, savings and loan associations, credit unions, etc., have been identified as possible lenders. Check with the financial aid office or the school to which you are applying, or the financial institution with which your family does business to determine if a loan is possible.

WORK-STUDY PROGRAM

The college in this program may assist the student by providing a job within the school, in a public agency, or in a private non-profit agency. The college financial aid office is responsible for determining the students to be employed.

SOCIAL SECURITY BENEFITS

These benefits are available to students whose parents have paid into the Social Security program and are retired, disabled, or deceased. Payments may continue until the students complete their education or reach the age of twenty-two (22). Information can be obtained from.

Social Security Administration
300 Las Vegas Blvd. South
Las Vegas, Nevada
385-6371

or

Social Security Administration
2031 McDaniel
North Las Vegas, Nevada
385-6581

VETERANS ADMINISTRATION EDUCATIONAL BENEFITS

Sons and daughters of service disabled or deceased veterans may qualify for benefits through the Veterans Administration. These benefits may provide money for education in post-secondary training, but cannot be used in addition to Social Security benefits. Information can be obtained from:

V.A. Regional Office
Veterans Benefits Information
1201 Terminal Way
Reno, Nevada 89502
800-992-5740

or

Veterans Assistance Unit
301 Stewart
Las Vegas, Nevada 89101
385-6532

ADDITIONAL INFORMATION

Brownstein, Samuel C. and Weiner, Mitchell, You Can Win A Scholarship, Barron.

College Costs Today, New York Life Insurance, New York.

Cox, Claire, How to Beat the High Cost of College, Dial.

Need a Lift, American Legion Education and Scholarship Program, Indianpolis, Indiana.

Scaringi, Louis T. and Joyce W., Student Financial Help: A Guide to Money for College, Doubleday.

Student Aid Bulletin: Scholarships, Loans and Awards, Chronicle Guidance Associates.

APPENDIX G

INDEPENDENT BUSINESS

INDEPENDENT BUSINESS

Starting your own business takes the courage to believe in an idea, a product, or a system. The work demands drive, determination, good sense, the will to succeed and the energy to overcome obstacles. The advantages of being in business for yourself include being your own boss and the possibility of being financially successful.

Success in independent business is currently centered in the areas of real estate, investment counseling and franchises. Each of these requires a considerable cash investment to begin operations. A lack of money might postpone plans for starting an independent business until funds are available. Considerable publicity is given to the independent owner who is successful; however, many more ventures fail than succeed.

To help determine the personal qualities and business experience needed to enter an independent business, a recommended booklet entitled Checklist for Going Into Business is available from the Small Business Administration. The SBA is a government agency with a local office at 301 E. Stewart whose primary function is helping small business concerns. Assistance in starting a business is also available from banks, attorneys, city and county offices, as well as federal and state offices. See the publications listed in "Additional Information" for other assistance available.

IMPORTANT STEPS TO BE CONSIDERED IN OPENING A BUSINESS*

These steps will make the prospective independent business person aware of the many responsibilities involved and the many services available:

1. Contact the Internal Revenue Service to request an application for identification number and schedule of deductions for withholding taxes and FICA (Social Security) deductions.

*Lord, Earl A. and Weiser, Ben, United States Small Business Administration, Las Vegas, Nevada.

2. Register with the Nevada Tax Commission for assessment of amount of sales tax your business will pay. A bond or cash security deposit is required and an identification number for sales and use taxes will be supplied to you.

3. Contact the Nevada Employment Security Commission for identification number to be used on quarterly unemployment compensation reports.

4. Contact the Nevada Industrial Commission for details of Workman's Compensation Insurance coverage of accidents. This department requires either cash or bond deposits.

5. Apply to city hall for a license to operate if your business is in the city limits--apply at the county court house if your business is in the county limits.

6. Contact the Board of Health, Police Department, or Fire Department for special permits that may be required by the city or county.

7. Check zoning ordinances at the city hall or county court house for building construction which also requires a building permit.

8. Contact the County Assessor's Office at the county court house concerning the requirements for filing personal property tax returns.

9. Register a fictitious name with the County Recorder in the event one is used.

10. Obtain legal advise before forming a corporation or a partnership to learn the advantages and disadvantages of each.

ADDITIONAL INFORMATION

American Petroleum Institute, Division of Marketing, 1801 K Street NW, Washington, DC 20006
"Building a Future in a Business of Your Own"
"Basics for Service Station Salesmen"
"A First Step to a Successful Future"

State of California, Department of Human Resources Development, 800 Capitol Mall, Sacramento, CA 95814
"California Occupational Guide" - free

Cosmetic Career Women, Inc., 614 W. 51st Street, New York, NY 10019 (cosmetic careers)

Mademoiselle, Box 3389, Grand Central Station, New York, NY 10017
"Your Own Business" - pamphlet #334 (55¢)

Motor Vehicle Manufacturers Association, Educational Programs, 320 New Center Building, Detroit, MI 48202
"Career Opportunities in Automotive Service" - single copy free

National Federation of Independent Business, 150 W.20th Avenue, San Mateo, CA 94403
"Youth and Small Business" - single copy free

National Retail Hardware Association, 964 N. Pennsylvania Street, Indianapolis, IN 46204
"Your Future in Hardware Retailing" ($2 per copy)

New York Life Insurance Company, Box 10, Madison Square Station, New York, NY 10010
"Go Into Business For Yourself" by Wilbur Cross

Small Business Reporter, Bank of America, Department 3120, Box 37000, San Francisco, CA 94137
Publication Index (a list of all Small Business Reporter publications)

United States Small Business Administration, 301 E. Stewart, Las Vegas, NV 89101
"Free Management Assistance Publications" - #115A
"Small Business Administration Publications - #115B
"Checklist for Going Into Business" - #71

BOOKS

Keefe, John and Stein, Stanley Jr., The Joy of Work, Richards Rosen Press, Inc.,New York, NY

Winter, Elmer, Your Future in Your Own Business, Richards Rosen Press, Inc., New York, NY

APPENDIX H

LABOR UNIONS

LABOR UNIONS

Some employment opportunities are open only to members of certain labor unions. One can become a member of a labor union by meeting the necessary entrance requirements, paying the initial fee and required dues. Some unions require formal apprenticeship training programs, while others require only minimal education and experience. All labor unions located in the Las Vegas area are listed in the yellow pages of the telephone directory under "Labor Organizations." The interested applicant should contact the unions in order to learn what is required and what is available.

APPRENTICESHIP PROGRAM

The unions offering apprenticeship training programs accept applications only when there is a need for additional workers. Usually sometime during the first four months of the year, the unions will announce when applications will be accepted. The applicants are screened, tested, and interviewed by a union apprenticeship committee. The individuals chosen are then started in the apprenticeship school and on-the-job training. The apprentice will start paying union dues when on-the-job training begins. The journeyman's written examination is taken upon completion of the apprenticeship program. When the test is passed the apprentice then becomes a journeyman and is eligible for full-scale pay.

REQUIREMENTS

All apprenticeship programs have standard requirements, although some unions have additional qualifications. The standard requirements are:

1. A high school diploma or G.E.D. certificate.
2. The General Aptitude Test Battery given by the Nevada State Employment Service.
3. To be physically fit to do the work involved.

4. A Birth Certificate.
5. A high school transcript.

WHAT THE APPLICANT SHOULD DO

1. Contact the union in person at the beginning of the senior year or earlier if possible.
2. Learn the application dates and program entry requirements.
3. Register for high school courses recommended by the union.

FORMAL APPRENTICESHIP PROGRAMS - (see list on the following page)

FORMAL APPRENTICESHIP PROGRAMS AVAILABLE IN LAS VEGAS

TRADE	JOINT APPRENTICESHIP COMMITTEE LOCATION	PHONE	PROGRAM LENGTH	ENTRY AGES	OTHER REQUIREMENTS
BRICKLAYER	501 North Lamb	452-8699	No formal program at present time...anticipate possible opening of new program in 1977.		
CARPENTER & MILLWRIGHT	4321 E. Bonanza Rd.	452-5099	4 years	17--28 Vets to 33	Prefer not less than one year high school math.
CEMENT MASON & PLASTERER	4321 E. Bonanza Rd. (Mr. Alexander)	452-8809	4 years	18--32	Applications accepted all year.
DRYWALL	4321 E. Bonanza Rd.	452-5099	2 years	17--27 Vets to 32	
ELECTRICIAN	1933 Western	382-9922	4 years	18--24 Vets to 28	Prefer one full year of high school algebra.
FLOOR COVERER	No office..contact John T. Smith	876-4815			
GLAZIER	No office..contact Richard Hall	876-4260	4 years	18--26 Vets to 30	
IRON WORKER	520 S. Highland Drive	382-2825	4 years	18--26 Vets to 30.	G.E.D. test required.
OPERATING ENGINEER	3351 S. Highland Drive	735-3133	4 years	18 and over	
PAINTER	1819 Industrial Road	382-3151	3 years	16--26	cannot be color blind.
PLUMBER	725 North Lamb	452-6760	5 years	16--26 vets to 30	Prefer college prep course incl. algebra, geometry, physics, and drafting.
SHEET METAL	501 North Lamb	452-4799	4 years	16--23 Vets to 27	
TAPER	1819 Industrial Road	382-3151	2 years	16--26	

APPENDIX I

MILITARY SERVICE

MILITARY SERVICE

Draft for military service in the United States Armed Forces ended on June 30, 1973. Thus qualified applicants must now be recruited to meet the nation's military needs, the armed services for the first time have become competitive with business and industry in the nation's labor market. Since the military offers many lifestyles, enlistees should be reasonably sure that military life will agree with their way of life. They should be sure that the military can meet present and future goals in accordance with abilities, personality, interests, and values. The major aim of the military is to train competent military people. However, the military may offer:

1. A career as a serviceman
2. Post-secondary education
3. On-the-job training
4. Development of skills for a civilian career

BASIC FACTS CONCERNING ENLISTMENT

1. Age - Enlistees cannot be less than 17 years of age. Verification of age is required.

2. Testing - The ASVAB and each service's classification battery are used in qualifying applicants for enlistment.

3. Education - All applicants must meet education requirements of the specific options for which the individual is enlisting. In addition, the female applicants must present a certificate of graduation from high school or evidence that they have successfully completed the high school level G.E.D. test.

4. Police Clearance - Potential applicants should be aware that a check of police records may be made.

5. Enlistment - The basic period of enlistment is for three years. Some four year re-enlistments can result in a $1,500 to $2,500 bonus.

6. Guaranteed Training - Training programs are guaranteed in writing before actual enlistment. The guarantee is subject to the individual's ability to meet the military requirements and needs. If training is not available in the chosen area, the decision to enlist may be reversed.

MILITARY TESTING

The Armed Services Vocational Aptitude Battery (ASVAB) is required of all students planning to enter military service. The ASVAB may be used for counseling students in areas related in their career planning and provide them with a way to compare themselves with others in areas of:

1. Electronics
2. Motor Mechanical
3. General Mechanical
4. Clerical Administrative
5. General Technical

EDUCATION

The military encourages individuals to continue their education and will pay for all or most of it. This may be provided through on-post facilities, schools and colleges, or correspondence courses. Military personnel can:

1. Earn a high school diploma or G.E.D. certificate.
2. Earn a college degree
    a. Serviceman Opportunity College - Earn an associate or higher degree at the participating colleges. An SOC counselors assists in collecting credits earned from various colleges in order to apply them toward a degree at one school. This college work is taken in addition to regular military duties.
    b. Full-time college program - Service personnel who have completed two years of active duty may have the opportunity to go to a college of their choice full time while receiving military pay. For every year in college under this program a person agrees to spend three additional years in military service.
3. Take vocational or on-the-job training while receiving regular military pay.

OTHER BENEFITS

1. G.I. Bill - After completing your military service you may receive $270 a month for up to 36 months of education or training in V.A. approved programs.
2. Retirement - Many military personnel retire after completing 20 years of service, thus allowing them the chance to start a second career in civilian life.

THE NATIONAL GUARD

Members of the National Guard serve the country in a part-time military career while still enjoying a regular civilian life.

The National Guard may be called to active duty in times of war or national emergency or duty at the state level when needed to protect life, property, and preserve peace and order.

The State of Nevada provides the National Guard with educational benefits by paying half of the fees required to attend any community college or university in the Nevada University System. Call 385-0301 and ask for the National Guard Career Opportunity Office for more detailed information.

ADDITIONAL INFORMATION

U.S. Army Career and Education Information Center. Local Army recruiter.

DOD Occupational Handbook, Armed Forces Vocational Testing Group, RDX, University City, Texas 78148.

Recruiting Offices,

U.S. Army	557 E. Sahara Avenue	385-6284
U.S. Navy	557 E. Sahara Avenue	385-6401
U.S. Air Force	557 E. Sahara Avenue	385-6213
U.S. Marines	557 E. Sahara Avenue	732-1798
Nevada National Guard	Eastern and Stewart	385-0301

APPENDIX J

C A P

CAREER ASSESSMENT FORM

CLARK COUNTY SCHOOL DISTRICT

CC-107
4/76

CAP
CAREER ASSESSMENT FORM

Student Name _____ (Last / First / Middle) _____ **DATE**

To indicate your post high school plans, check all items which apply to you and fill in any necessary blanks.

1. **Yes**____ **No** ____ **I have decided on a career(s). My choice is** _____

2. **My post high school plans include:**
   ____ (a) Business or Technical School
   ____ (b) College (2 years)
   ____ (c) College or University (4 or more years)
   Complete if checked above: _____ (Program / School (1st choice) / School (2nd choice))
   ____ (d) On-the-job training or apprenticeship, the job is _____
   ____ (e) Full-time work with little training required, the work is _____
   ____ (f) Military Service, branch _____
   ____ (g) Other (please specify) _____

3. **Yes**____ **No** ____ **I have applied for the above program.** If no, deadline is _____

4. **Yes**____ **No** ____ **My post high school plans (#2) will enable me to achieve my career choice (#1).**
   If the answer is no, what other plans will be needed? _____

5. **My post high school training will be financed by (check one or more):**
   ____ (a) Myself ____ (b) Grant or Scholarship ____ (c) Social Security or VA benefits
   ____ (d) Parents ____ (e) Loan (paid back later) ____ (f) Other, specify _____

6. **I expect a year of my training beyond high school to cost (circle one):**
   (a) $0 – 1,000 (b) $1,000 – 2,000 (c) $2,000 – 3,000 (d) $3,000 – 4,000 (e) above $4,000

7. **I need to take the following tests before I begin further training:** ____ None ____ ACT ____ SAT
   ____ Apprenticeship ____ Pre-employment ____ ASVAB ____ Other (specify) _____

8. **Yes**____ **No** ____ **I have taken the tests required.** If no, deadline is _____

9. **Yes**____ **No** ____ **My test scores indicate I have the ability necessary to succeed in my chosen career.**

10. **Yes**____ **No** ____ **My grades indicate I have the ability necessary to succeed in my chosen career.**

11. **Yes**____ **No** ____ **I believe that I am physically qualified for my chosen career.**

12. **Employment prospects in my career choice are:** ____ Excellent ____ Good ____ Poor ____ I don't know

13. **Two advantages and two disadvantages of my career are:**
    (Examples: good chance for advancement, work is seasonal, geographically limited, etc.)

Advantages	Disadvantages
1. _____	1. _____
2. _____	2. _____

14. **After completing the information above regarding my post high school career plans:**
    ____ (a) I feel that my plans are complete and that no further career counseling is needed.
    ____ (b) I feel that my plans are incomplete and I could use further career counseling.
    ____ (c) I have no plans and I would like further career counseling.
    ____ (d) I have no plans and I do not want any further career counseling.

DO NOT WRITE BELOW

This form has been reviewed by the counselor and student.

STUDENT'S SIGNATURE _____ **COUNSELOR'S SIGNATURE** _____ **DATE** _____

PARENTS: These are the choices of your son/daughter. If you would like further information, please contact your son's/daughter's counselor.

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